

**BY ORDER OF THE COMMANDER
WRIGHT PATTERSON AIR FORCE BASE**

**WRIGHT PATTERSON AIR FORCE BASE
INSTRUCTION 31-204**



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Security

**INSTALLATION TRAFFIC AND PARKING
CODE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*, and AFI 31-218(I), *Motor Vehicle Traffic Supervision*. This instruction also assimilates, as applicable, Ohio Revised Code (ORC) for enforcement on the federal installation known as Wright-Patterson Air Force Base (WPAFB), located within the state of Ohio. All provisions are directive in nature and apply to all organizations and personnel located on or within the jurisdictional limits of WPAFB, OH. When a conflict between the ORC and the AFPD 31-1, AFI 31-204, AFI 31-218(I) or WPAFBI 31-204 exists, the ORC will be subservient to the listed Air Force Publications. Failure to comply with these requirements provides for administrative, judicial, and/or disciplinary action as authorized by federal laws, Uniform Code of Military Justice (UCMJ), Air Force Directives, and the laws of the state of Ohio. This instruction also complies with the guidance set forth in the WPAFB Installation Security Plan (ISP), and the WPAFB Instruction 31-101, *The Installation Security Instruction*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Dispositions Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR).

Authority for maintenance of the system:

“This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by

and DODI 6055.07, *Accident Investigation, Reporting and Record Keeping*; DODI 6055.4, *Department of Defense Traffic Safety Program* and AFIs 31-201, *Security Forces Standards and Procedures*, 31-204, *Air Force Motor Vehicle Traffic Supervision*, and 31-218(I), *Motor Vehicle Traffic Supervision*, DoD Directive 7730.47, *Defense Incident Based Reporting System (DIBRS)*; AFI 31-203, *Security Forces Management Information System (SFMIS)*; 18 U.S.C. 922 note, Brady Handgun Violence Prevention Act; 28 U.S.C. 534 note, Uniform Federal Crime Reporting Act; 42 U.S.C. 10601 et seq., Victims Rights and Restitution Act of 1990; and E.O. 9397 (SSN).

The following System of Records Notices apply: F031, AF SP L, Traffic Accidents and Violation Reports; F031 AF SP K, Vehicle Administration Records, F031 AF SP E, Security Forces Management Information System (SFMIS).

SUMMARY OF CHANGES

General editing was accomplished to correct misspelled words and sentence structure irregularities. Chapter 3, was completely revised with the alleviation of vehicle registration requirement for WPAFB. Elaborated on towing, searching, impounding, and inventorying abandoned vehicles procedures (4.2), and requirements for walking, skating, running and/or bicycling on WPAFB roadways IAW 88 ABW/CC policy dated 12 Mar 07 (4.4). Motorcycle operator requirements were modified to comply with new AFI 91-207, AFMC supplement and Memorandum of Agreement between American Federation of Government Employees (AFGE) Council 214 and Air Force Material Command (AFMC).

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Chapter 1

INTRODUCTION

1.1. Program management. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Wright-Patterson Air Force Base (WPAFB).

1.2. Responsibilities.

1.2.1. As Wright-Patterson's Installation Commander, the 88th Air Base Wing Commander (88 ABW/CC) establishes and manages the installation traffic supervision program and regulates the movement of traffic and personnel on WPAFB.

1.2.2. The 88 ABW/CC is given full authority on all matters concerning motor vehicle traffic supervision on WPAFB.

1.2.3. In addition to the 88 ABW/CV, the 88 MSG/CC and 88 MSG/CD are delegated the authority to suspend or revoke base driving privileges under the provisions of AFI 31-204.

1.2.3.1. The 88 ABW/CV is the final appeal authority for all appeals pertaining to suspension, and revocation decisions in accordance with this instruction. No further appeal or request for reconsideration will be accepted.

1.2.3.2. The 88 MSG/CD is the final appeal authority for violations cited on DD Form 1408, Armed Forces Traffic Ticket.

1.2.3.3. The 88 ABW/CV must coordinate their letters of delegation through ASC/JA and a copy of the delegation letter will be sent to 88 SFS/SFAR (S5SR).

1.2.4. The Staff Judge Advocate (ASC/JA) advises the 88 ABW/CC and/or appeal authority on resolution of appeals from decisions on due process hearings for suspension/ revocation of base driving privileges. ASC/JA or their deputy/assistants will coordinate on all suspension/revocation packages IAW [paragraph 2.6.1](#) of this instruction.

1.2.4.1. The 88 MSG/CC or 88 MSG/CD are responsible for conducting administrative due process hearings, including towing appeal procedures under this instruction.

1.2.5. Unit commanders, first sergeants, supervisors and division chiefs of military and civilian employees will:

1.2.5.1. Receive, inquire, endorse, and require the offender to acknowledge receipt in regards to alleged offenses.

1.2.5.2. Coordinate with military justice at ASC/JA for serious infractions by military members violating the UCMJ and with the labor law section as ASC/JA for civilian employees committing serious infractions. For minor infractions, commanders or supervisors will initiate disciplinary action when appropriate as directed by the Uniform Code of Military Justice (UCMJ), Air Force Instructions, and federal and state laws for military and civilian employees.

Chapter 2

DRIVING PRIVILEGES

2.1. Driving privileges requirements.

2.1.1. Driving a government motor or privately owned vehicle (GMV/POV) on WPAFB is a privilege granted by the 88 ABW/CC. If a person accepts that privilege, the individual must comply with the laws and instructions governing motor vehicle operation and registration on the installation. Consequently, everyone operating a motor vehicle on WPAFB must produce, upon request from the Security Forces, the following:

2.1.1.1. Proof of vehicle ownership or registration.

2.1.1.2. A valid state, provincial or international driver's license. Ohio Department of Motor Vehicles honors international driver's licenses for a period of six months. After six months, individuals must apply for an Ohio driver's license. WPAFB follows the Ohio Department of Motor Vehicles guidelines and recognizes international driver's licenses.

2.1.1.3. Proof of current vehicle insurance as required by the state of Ohio.

2.1.1.4. Operation of GMVs (owned, leased or rented) requires possession of an AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card.

2.2. Stopping and inspecting personnel or vehicles.

2.2.1. 50 U.S.C. 797 and DODI 5200.08 grants the 88 ABW/CC the authority to stop, inspect, search and impound motor vehicles at CONUS installation gates and Air Force restricted areas to ensure the safety and security of all personnel and resources under their control.

2.2.2. Reasons for conducting these activities may include, but are not limited to, increased force protection conditions, random vehicle inspections, and when there is reasonable basis to believe it is necessary to enforce a traffic regulation or when there is suspicion of criminal activity.

2.3. Implied consent to vehicle impoundment.

2.3.1. As a condition to accepting installation driving privileges, drivers give their consent for the removal and temporary impoundment of their POV if their POV is:

2.3.1.1. Illegally parked for unreasonable periods.

2.3.1.2. Interferes with traffic operations.

2.3.1.3. Interferes with military operations

2.3.1.4. Creates a safety hazard.

2.3.1.5. Disabled by accident or incident.

2.3.1.6. Left unattended in, or adjacent to, a restricted, controlled, or off-limits area, or abandoned.

2.3.2. Drivers agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their vehicle.

2.4. Suspension or revocation of driving privileges.

2.4.1. When revocation action for implied consent is combined with another revocation, it will run concurrently.

2.4.2. Individuals whose base driving privileges are suspended or revoked may park their POVs in one of five approved locations.

2.4.2.1. Area A, in the parking lot adjacent to the Hope Hotel.

2.4.2.2. Area B, in the back row of the Springfield Street parking lot across from Gate 1B.

2.4.2.3. Area C, in the parking lot immediately outside Gate 1C adjacent to State Route 444.

2.4.2.4. Kittyhawk Center, the back row of the parking lot adjacent to Building 1240, immediately inside Gate 38C.

2.4.2.5. Prairies at Wright Field, the back row of the parking lot adjacent to Community Center, Building 6933.

2.4.3. Individuals who wish to park in other than the approved locations must request special permission in writing from 88 MSG/CC. Permission must be approved prior to parking in an alternate location.

2.4.4. Individuals must request, in writing, special permission from the 88 MSG/CC to drive on WPAFB when their base driving privileges are suspended or revoked. Permission must be approved prior to driving on WPAFB.

2.5. Barment procedures: Under the authority of 50 U.S.C. 797 and DODI 5200.08, the 88 ABW/CC may deny access to the installation through the use of a barment order.

2.5.1. The 88 ABW/CC will approve all barment actions occurring on WPAFB, OH.

2.5.2. Personnel recommending barment action will forward a request to 88 SFS/S5SR with supporting documentation. 88 SFS/S5SR will initiate all actions to bar personnel under Title 18 of the US Code, Section 1382, IAW AFI 31-101, *The Air Force Installation Security Program*, and forward barment package to ASC/JA for action.

2.5.2.1. The ASC/JA will review all Security Forces incident reports and make recommendations to the 88 ABW/CC on all other barment actions. When the 88 ABW/CC concurs with the ASC/JA, the ASC/JA office will complete the formal barment package and serve the barment action on the individual in person or via certified mail.

2.5.3. 88 SFS/S5SR will input barment data into Security Forces Management Information System (SFMIS) when the 88 ABW/CC signs the memo. The Security Forces Control Center (SFCC) has real-time access to the barment roster.

2.5.4. The 88 SFS Reports and Analysis Section will notify the 88 CONS Squadron and/or the ASC Contracting Office on all barments completed by the 88 SFS, and those initiated through the ASC/JA to the 88 ABW/CC.

2.5.5. 88 SFS/SFOSP (S3SS) will produce a barment roster monthly and place the rosters on each installation entry point.

2.5.6. Barments will remain in effect until the individual requests and/or receives approval from 88 ABW/CC to reenter WPAFB or until it expires.

2.5.7. A list of barred personnel will be maintained at all gates, Pass and Registration, NMUSAF, 88 ABW/CEH and the SFCC.

2.5.8. No immediate barment orders will be issued to military-affiliated personnel unless the circumstances surrounding the situation dictate otherwise. Barment action against such personnel will normally be staffed after-the-fact and during normal working hours.

2.5.9. No immediate barment of other personnel will be conducted unless their actions pose an immediate threat to the installation or personnel. While no such list can be exhaustive, consider such factors as: age, mental or physical capacity of the individual, where the individual's "culpability" is in doubt, and/or the duress/emergency nature of the situation. When there is any doubt whether barment is the right course of action, do not proceed with the barment.

2.5.10. Security Forces may initiate temporary barment actions on a verbal authorization from the 88 ABW/CC. The SFCC will contact the Command Center to initiate a three-way conference call between 88 ABW/CC, ASC/JA, and the SFCC. The SFCC will advise legal and the commander on reasons for the requested action and the commander will make a final decision.

2.5.10.1. When temporary barment actions are imposed by SFS using the pre-signed barment order, the ASC/JA will review the incident and when necessary follow-up the initial barment with a formal barment package signed by the 88 ABW/CC.

2.5.11. Barment orders should be in writing and contain sufficient details to support prosecution by civilian authorities. The barment orders must also state a specific period of barment. Oral barment orders should be given only when time constraints prevent preparing a written order; they must be immediately followed-up in writing.

2.5.12. Offenses warranting immediate barment and specified minimum duration of barment:

2.5.12.1. Possession of Drugs 30 grams or less, three (3) years.

2.5.12.2. Possession of Drugs, 30 grams or more, five (5) years.

2.5.12.3. Possession of Drugs, with intent to distribute or traffic, ten (10) years.

2.5.12.4. Aggravated Assault or similar offenses against a person, five (5) years.

2.5.12.5. Habitual (repetitive) Domestic Assaults or similar offenses against a person, five (5) years.

2.5.12.6. Arson or any serious felonious crimes against government property, ten (10) years.

2.5.12.7. Arson or any serious felonious crimes against personnel and personal property, ten (10) years.

2.5.12.8. Sexual unlawful contact by an adult on minor or similar pedophilic offenses, fifty (50) years.

2.5.12.9. Offenses as a result of a mental incapacity, i.e., paranoia, psychopathic, or similar mental conditions that could result in extreme risk to the safety of personnel and resources, fifty (50) years.

2.5.12.10. Unauthorized possession of a firearm used or intended to be used during a crime, five, (5) years.

2.5.12.11. Discharge of an active duty member for bad conduct or dishonorable conditions, five (5) years.

2.5.12.12. Shoplifting by non-base affiliated personnel, two (2) years.

2.5.12.13. Assault against a Security Forces member performing assigned duties, two (2) years.

2.5.12.14. Unauthorized solicitation (repeat offenders), one (1) year.

2.5.12.15. Any other offense undermining the good order and discipline of the installation by an individual who has previously received a barment warning letter, one (1) year.

2.5.13. Duration of all barments should be for a specific period of time regardless if they were issued by SFS or the ABW/CC. However, a time period in excess of the prescribed matrix may be considered based upon the individual infraction and 88 ABW/CC's decision.

2.6. Administrative due process for suspensions and revocations.

2.6.1. Suspension/revocation packages, (except those issued for preliminary suspension at the time of apprehension for DUIs), with all supporting documentation will be coordinated through the ASC/JA or their deputy/assistants prior to the package being approved and presented to the offender.

2.6.2. The ASC/JA or their deputy/assistant is designated as evidence review official for all suspensions/revocations. The ASC/JA or their deputy assistant will conduct evidence reviews within three days from receipt of packages.

2.6.3. To contest a preliminary suspension/revocation, the individual must request a due process hearing within ten (10) business days from receipt of the suspension/revocation notice. Contact 88 MSG Command Section at 257-3301 to schedule a hearing. Hearings are held in the 88 MSG Office. On the date of the scheduled hearing, the individual will report to room 229, Building 10, Area C. Individuals are responsible for planning and arranging leave time to attend the hearing.

2.6.3.1. Hearing officers will make recommendations to the 88 MSG/CC who will render a decision. The decision of the 88 MSG/CC may be appealed in writing to the 88 ABW/CV through ASC/JA. The 88 ABW/CV's decision is final. One request for reconsideration may be made during the period of suspension/revocation. No further appeals or requests for reconsideration will be considered.

2.7. Restricted driving privileges or probation.

2.7.1. The 88 ABW/CV, 88 MSG/CC or 88 MSG/CD may grant partial or restricted driving privileges to those whose authority to drive on the installation was suspended or revoked. The individual must have a valid driver's license or be authorized partial or restricted driving privileges by proper civilian authority. **NOTE:** Being granted partial or restricted driving privileges by proper civilian authority does not automatically grant driving privileges on WPAFB. A request for restricted driving privileges may be submitted in writing at the due process hearing or at any other time to the 88 MSG/CC. Any restricted driving privileges granted will be specified in writing and provided to the offender. Restricted driving privileges may be granted for mission requirements, unusual personal or family hardship, or where there is a delay not attributable to you of more than 90 days in the disposition of the charge. Disapproved request for restricted driving privileges may be appealed to the 88 ABW/CV on a one time basis. The decision of the 88 ABW/CV is final and cannot be appealed. Restricted driving privileges issued during a suspension are revoked when a revocation is enforced. The violator may petition for the restoration of all or partial driving privileges upon notification of the revocation.

2.8. Extensions of suspensions and revocations.

2.8.1. The individual's driving privileges will remain suspended or revoked indefinitely until the individual shows proof that he/she successfully completed an approved driver training course, drug or alcohol program, or other program deemed necessary.

2.8.2. Any individual discovered driving on WPAFB while their state drivers license or base driving privileges are suspended or revoked will receive an additional two-year revocation IAW AFI 31-204, Table 5.1, Assessment 1.

2.8.3. An individual discovered driving on WPAFB while on a two-year revocation will receive an indefinite revocation of installation driving privileges. Military personnel may also receive additional administrative or disciplinary action in accordance with the UCMJ. DoD civilian personnel may also receive administrative or disciplinary action in accordance with applicable guidance. Contractor or non-base connected personnel in violation of suspension or revocation may result in administrative debar under Title 18, USC Section 1382. (See WPAFBI 31-101 for further information on debarment procedures.)

2.9. Reciprocal state-military action. 88 SFS/S5SR will notify the licensing authority of the state where a license is issued as required by AFI 31-204, Paragraph 2.12.1.1.2. and AFMAN 31-201V7, Paragraph 2.7.1.

Chapter 3

MOTOR VEHICLE REGISTRATION

3.1. Registration policy. At Wright-Patterson AFB (WPAFB), registration of motor vehicles via issuance of DD Form 2220 is not mandatory. If required, the 88 SFS, Pass and Registration section (88 SFS/S5SP) is the office of primary responsibility for registration of vehicles and visitors entering the installation.

3.1.1. The following categories of individuals may register their Privately Owned Vehicles (POVs) with Security Forces.

3.1.1.1. All active duty military, their authorized dependents, and DoD civilian employees assigned to WPAFB.

3.1.1.2. All reserve force personnel assigned to WPAFB or who maintain a close affiliation with the installation.

3.1.1.3. All employees of non-DoD and non-military tenant activities authorized installation identification credentials (i.e., AFMC Form 387, Air Force Materiel Command Identification Card).

3.1.1.4. All retirees, their dependents, survivors of deceased active duty and retired military members authorized to use base facilities and who reside in the local area. For the purpose of this instruction local area includes the entire state of Ohio, and surrounding states of Kentucky, Indiana, Michigan, West Virginia, and Pennsylvania. The NCOIC, Pass and Registration may waive the distance requirement based on the circumstances.

3.1.1.5. The 88 ABW/CC may extend registration to those individuals deemed appropriate, such as local dignitaries, community leaders, etc.

3.2. Responsibilities. All personnel operating a motor vehicle on WPAFB must be in compliance with Chapter 2 of this instruction. Vehicle operators will comply with the vehicle registration laws and requirements for the state agency through which the vehicle is registered, as well as applicable Ohio state laws.

3.2.1. Personnel performing entry controller duties and Security Forces personnel may request vehicle registration at any time while entering, exiting or on the installation.

3.2.2. Security Forces may deny base access to any vehicle bearing an expired state license plate, or invalid state registration, as this violates the criteria for driving privileges.

3.2.3. Personnel consent to the installation vehicle impoundment policy when they accept the privilege of driving on exclusive and concurrent jurisdiction.

Chapter 4

TRAFFIC PLANNING AND CODES

4.1. Traffic planning.

4.1.1. Any changes made to the existing traffic circulation design must be coordinated through the Traffic Review Board, Chaired by the MSG/CC and consisting of the Base Traffic Engineer, Chief of Security Forces, Chief of Ground Safety, ASC/JA, and the Base Civil Engineer or their designated representatives.

4.2. Installation traffic code--rules of the road.

4.2.1. This section establishes the uniform rules for governing the supervision and control of traffic on the base. All provisions are applicable on all land areas under the exclusive jurisdiction of the 88 ABW/CC, WPAFB. DoD, USAF directives/instructions, and the United States Code apply to base traffic rules. All relevant portions of the Ohio Revised Code (ORC) traffic law are applicable on WPAFB. The following additional prohibitions/requirements apply:

4.2.1.1. Vehicle operators will not use radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed. Such devices will be turned off/unplugged and stowed out of view while the vehicle is on base.

4.2.1.2. Traffic violations under the ORC are cited on DD Form 1805, *United States District Court Violation Notice*, and may be referred to the Federal Magistrate's Court for prosecution under the Assimilative Crimes Act, 18 U.S.C., Section 13. Violations of the provisions of this instruction or others will be handled administratively.

4.2.1.3. State license plates must be clearly visible at all times while on base. Vehicle operators are required to clear obstructions from the license plates before entering WPAFB. The exterior of vehicles traveling on base must be clear of snow, ice or other debris that could obstruct the view of the operator or fly from the vehicle and obstruct the view of other drivers or cause an unsafe condition for other vehicles traveling on the roadway.

4.2.1.4. Unsafe/defective vehicles. Operators (military/civilians) of unsafe/defective vehicles i.e. inoperative lights or other defects IAW ORC will be cited via DD Form 1408. Offenders will have 72 hours to repair the defect or unsafe condition and present evidence of the repairs to the Security Forces Control Center (SFCC). The SFCC will inspect the vehicle to ensure corrective actions were completed, write on the DD Form 1408 "corrected" and place the ticket in the ticket box for 88 SFS/S5SR. If the evidence of repairs is not presented within the 72 hour period, the DD Form 1408 will be placed in the ticket box for S5SR who will send it to the appropriate commander/supervisor for action. Non base connected (NBC) operators will be cited on DD Form 1805.

4.2.1.5. Tinted windows. Vehicle windows are required to conform to the criteria established by the ORC. Should a question arise whether the vehicle is in compliance with the criteria, the owner/operator may be required to have the windows tested by the Ohio State Patrol and return with proof of compliance.

4.2.1.6. Any child 4 years of age or younger and/or weighing less than 50 pounds must be properly secured in a child restraint system meeting federal motor vehicle safety standards while in a vehicle being operated on base

4.2.1.7. No person will leave any child less than 10 years of age unattended in a parked vehicle without an acceptable sitter (12 years of age or older).

4.2.1.8. Vehicle operators on a DOD Installation and operators of Government owned vehicles shall not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

4.2.1.8.1. Violation of this policy is a primary offense which means Security Forces may stop a violator for this offense.

4.2.1.8.2. All active duty military, active reservists and active guardsmen who violate this policy may be cited via DD Form 1408, *Armed Forces Traffic Ticket*. All other personnel (DoD contractors, inactive reservists, and guardsmen, civilians, dependents, etc.) on Wright-Patterson AFB may be cited via DD Form 1805, *United States District Court Violation Notice*. Driving while talking on a cell phone without a hands free device falls under the "Other moving violations" listed in AFI 31-218 (I), paragraph 5.3., table 5-2, page 23. Individuals who are in violation and receive a citation will be assessed three points on their base driving record.

4.2.1.9. Violations of the provisions of this instruction by base connected personnel will be reported to the unit commander, first sergeant, civilian supervisor exercising disciplinary authority over the offender and/or contractor QAE or affiliated government agency providing oversight for the government contract.

4.2.2. Towing, searching, impounding, and inventorying abandoned vehicles.

4.2.2.1. Once a suspected abandoned vehicle has been identified, attempts must be made to notify the owner or operator of the vehicle to move the vehicle if possible. Expired drivers license, registration or insurance, on their own, may not warrant having the vehicle towed. Towing of vehicles will be authorized only if the following criteria are met:

4.2.2.2. Illegally parked for unreasonable periods, i.e. in excess of time requirement specified on sign for limited time parking, or seventy-two (72) hours.

4.2.2.2.1. Parking in a location which interferes with orderly flow of traffic.

4.2.2.2.2. Creating a safety hazard to roadway users or general public, such as: blocking

4.2.2.3. Interfering with traffic operations.

4.2.2.3.1. Inhibits the safe flow of traffic on WPAFB.

4.2.2.3.2. Inhibits Street cleaning, snow removal (after all attempts to locate owner fail).

- 4.2.2.3.3. Emergency operations (natural disaster, fire, increased FPCONs).
- 4.2.2.3.4. Mechanical defects or being a menace to others.
- 4.2.2.3.5. Being disabled by an accident.
- 4.2.2.3.6. Being disabled along the NAOC alert route while NAOC aircraft on site.
- 4.2.2.4. Creating a safety hazard.
- 4.2.2.5. Being left unattended in, or adjacent to a restricted, controlled or off limits area.
- 4.2.2.6. Being abandoned.
 - 4.2.2.6.1. Suspected abandoned vehicles will be cited first via AF Form 1408 and DD Form 2504.
 - 4.2.2.6.2. Inoperative and abandoned vehicles fitting the above criteria will be towed at the owner's expense under this regulation and AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*.
 - 4.2.2.6.3. Vehicles which break down on base must be moved completely off the traveled portion of the roadway. A note of explanation must be securely attached to the vehicle in a prominent place identifying the problem, the owner and/or a point of contact and his/her phone number. The operator of the vehicle will notify Security Forces of the need to leave a vehicle broken down on base. He/she will make arrangements to remove the vehicle within 24 hours of breaking down. If the vehicle presents a safety hazard, the individual has not reported to Security Forces or the vehicle has not been moved after 72 hours from the date/time the DD Form 2504 was issued, 88 SFS/S2I will implement impoundment actions.
 - 4.2.2.6.4. Personnel must remain observant and look for signs of vehicle abandonment (leaves gathered around wheels, flat tires, expired tags or base registration, broken out windows etc.) If one of the conditions above exists, the Security Forces Control Center (SFCC) should be notified of the location and description of the offending vehicle. The SFCC will contact a patrol to respond to take complete corrective actions.
 - 4.2.2.6.5. If the owner is identified, use means available, such as alpha roster, e-mail, contact organization, spouse or neighbors in an attempt to contact the owner. If contact is made with owner, instruct him/her to move the vehicle.
 - 4.2.2.6.6. If the vehicle must be towed, prior to towing, photograph the vehicle to document pre-existing damage/condition and to provide visual evidence of the offense or condition justifying towing under this regulation and AFI 31-204.
- 4.2.2.7. Towing and storage.
 - 4.2.2.7.1. Owners/operators of the impounded vehicle can contact 88 SFS/S2I for information on how to regain possession of their vehicle(s) and the cost involved for the towing.
 - 4.2.2.7.2. Towing appeal procedures. Anyone whose vehicle is towed can, after regaining possession of the vehicle, appeal the towing within 15 calendar days. Appellants must do so by requesting a hearing in writing from ASC/JA. The

appellant must provide the date, time (approximate), and location of the towing, and the year, make, model and color of the vehicle towed. The appellant will be notified in writing of the date and time of their appeal hearing by ASC/JA. The sole issue for determination in appeals of towing is the authority of the Security Forces to order the towing under this regulation, and AFI 31-204. Individuals who had their vehicles towed without authority will be refunded the towing fee paid to regain possession of the vehicle upon presentation of the receipt for the amount paid.

4.2.2.7.3. An approved towing company will tow and store vehicles suspected of being abandoned IAW established MOU.

4.2.2.7.4. The 88 ABW/CC will designate a securable enclosed area on the installation for use as an impound lot for vehicles of an evidentiary value. Impoundment areas belonging to an approved towing service will be utilized for all suspected abandoned vehicles provided the area is reasonably secure. The CSF (88 SFS/CC) approves impoundment areas and SFS/S2I maintains keys for all on-base impoundment areas.

4.2.2.7.5. Impound or tow POVs for violations of the installation traffic code or involvement in criminal activities under the direct supervision of law enforcement personnel.

4.2.2.7.6. All attempts will be made to allow operator/owner to move vehicle first before towing.

4.2.2.8. For unattended POVs:

4.2.2.8.1. Security Forces conspicuously place a DD Form 2504, Abandoned Vehicle Notice (See DODD 5525.4), on POVs considered abandoned or improperly unattended. Document this action with an entry in the SF blotter.

4.2.2.8.2. Allow the owner three days from the date the POV is tagged to remove the vehicle. Have the vehicle towed if it's not moved within the allotted time. If an approved towing service is used, complete a DD Form 2505 Abandoned Vehicle Removal Authorization according to DODD 5525.4.

4.2.2.8.2.1. Approved towing services will be established through the use of a MOU outlining duties and responsibilities of the towing company and the Air Force.

4.2.2.8.2.2. MOU's will be reviewed annually for those towing companies not showing an active role the prior year or those requesting to no longer participate will be removed from the list. Towing companies wishing to be included may be approved and added also at this time.

4.2.2.8.3. After 88 SFS/S2I notifies them, the towing company will respond to the designated location of the tow within 2 hours. Failure to respond within 2 hours will result in the company being by-passed and the call for service offered to the next available towing company.

4.2.2.8.4. After the vehicle is removed, SFS/S2I will complete the DD Form 2506, Vehicle Impoundment Report (See DODD 5525.4), as a record of action taken.

4.2.2.8.4.1. 88 SFS/S2I personnel and the towing company conduct a joint inventory listing personal property. Do not open closed containers such as a suitcase unless necessary to identify the owner or if the contents might present a danger to the public. In most cases, listing the container and sealing it with security tape will suffice.

4.2.2.8.4.2. Complete an AF Form 52 Evidence Tag, indicating found property, for any property found inside vehicle. Place personal property in a secure area for safekeeping.

4.2.2.8.4.3. Forward a DD Form 2507, Notice of Vehicle Impoundment (See DODD 5525.4), by certified mail to the address of the last known owner of the vehicle to advise the owner of the impoundment action and request information concerning the owner's intentions concerning the vehicle.

4.2.2.8.4.4. The towing company will release vehicles to the registered owners upon payment of towing and storage fees established by state regulations. The towing company will hold vehicles turned over to them from WPAFB Security Forces Investigators for at least 60 days before disposal of vehicles in accordance with Ohio Laws. WPAFB will not be liable for any fees (i.e.: towing, storage, damage, or disposal) associated with abandoned vehicles impounded by the towing company.

4.2.2.9. Stolen POVs or vehicles involved in criminal activity will be kept in Air Force custody when held for evidentiary purposes. Release recovered stolen POVs to the registered owner, unless held for evidentiary purposes, or to the law enforcement agency reporting the vehicle stolen, as appropriate.

4.2.2.10. At times, civilian law enforcement or civilian government agencies will request the Air Force impounds an on-base vehicle for reasons not related to military issues. Staff such requests through the ASC/JA and CSF. When appropriate, comply with and support such requests and impound the vehicle until civil authorities request release, or until the vehicle no longer has evidentiary value as determined by the requesting agency.

4.2.2.11. 88 MSG/CC, in conjunction with 88 CEG, will establish a long term parking area on Wright Patterson AFB for deployment, TDY and Space A travel for use by authorized personnel.

4.2.2.12. Long term parkers will:

4.2.2.12.1. Complete WPAFBI Form 1441, Long Term Parking form and submit through 88 SFS/S2I.

4.2.2.12.1.1. 88 SFS will manage and track vehicles in the long term parking lot.

4.2.3. Operation of motorcycles/motorized mopeds/motorized scooters/motorized bicycles/ATV.

4.2.3.1. Air Force military personnel who operate a motorcycle (on-off duty or on-off a DoD installation) are required to attend or have attended an approved motorcycle rider safety course.

4.2.3.2. Air Force civilian personnel who operate a motorcycle while on duty (on a DoD installation) are required to attend or have attended an approved motorcycle rider safety course.

4.2.3.3. Retirees, contractors, dependants, and all other non-Air Force civilian personnel who operate a motorcycle while on an Air Force installation are highly encouraged, but not required, to attend an approved motorcycle rider safety course.

4.2.3.4. In addition to complying with all traffic laws, the following requirements and guidance provide additional clarification for wear of personal protective equipment (PPE) by such vehicle operators/passengers, as prescribed in AFI 91-207, *The US Air Force Traffic Safety Program* and AFMC Supplement. This information is for use by both operators/passengers and 88 SFS personnel.

4.2.3.4.1. Head Protection. A helmet designed to meet or exceed Department of Transportation (DOT) standards, shall be worn and properly fastened under the chin.

4.2.3.4.2. Eye Protection. Goggles, wrap around glasses, or a full-face shield (properly attached to helmet) designed to meet or exceed American National Standards Institute (ANSI) Standard Z87.1 for impact and shatter resistance will be worn. A windshield does not constitute proper eye protection.

4.2.3.4.3. Protective Clothing. Wear of long sleeved shirt or jacket, long trousers, and full-fingered gloves are required. Gloves should be sturdy, non-slip type to permit a firm grip on the controls. Wear of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar®, and/or Cordura® containing impact absorbing padding is strongly encouraged.

4.2.3.4.3.1. Garment and Motorcycle Visibility. Motorcycle riders will wear a brightly colored outer upper garment during the day and a reflective upper garment during the night. Outer upper garment shall be visible and not covered. Wearing a backpack is authorized if it has brightly colored/reflective properties.

4.2.3.4.4. Foot Protection. Riders will wear sturdy over the ankle footwear that affords protection for the feet and ankles (durable athletic shoes that cover the ankles may be worn). Sandals, low quarter sneakers, and similar footwear will not be worn.

4.2.3.4.5. No passengers are authorized on an ATV.

4.2.3.5. All active duty military, active reservists, and active guardsmen who violate this policy may be cited via DD Form 1408, *Armed Forces Traffic Ticket*. All other personnel (DoD contractors, inactive reservists, and guardsmen, civilians, dependents, etc.) on Wright-Patterson AFB may be cited via DD Form 1805, *United States District Court Violation Notice*. All violators will be assessed three points against their base driving record.

4.2.4. Off road vehicle use.

4.2.4.1. Tracked or oversized vehicles will not be operated on base roadways unless specific advance approval is granted by 88 ABW/CEME and coordinated through 88 SFS/S5SB.

4.2.4.2. Seeded or off-road operation. No vehicle (with the exception of Emergency Response vehicles or deemed as a matter of military necessity) will be operated or parked on a seeded area or off the roadway unless specifically authorized by posted signs or sanctioned wing events.

4.3. Traffic law enforcement principles.

4.3.1. Speed limitations. The following speed limits apply on base:

4.3.1.1. General. Unless otherwise posted, the base speed limit is 25 miles per hour.

4.3.1.2. Housing areas. Unless otherwise posted, the speed limit for all housing areas is 15 miles per hour.

4.3.1.3. Parking lots. Speed limit is 10 miles per hour.

4.3.1.4. Troop formation restrictions. Vehicle operators will not exceed 10 miles per hour when approaching or passing a troop formation.

4.3.1.5. Flight line and airfield areas. Speed limit is 15 miles per hour for general purpose vehicles (except emergency vehicles), 10 miles per hour for special purpose vehicles, and 5 miles per hour when within 50 feet of an aircraft. See WPAFBI 13-202 for further details.

4.3.2. Right of way. In addition to the rules contained in the applicable ORC sections, the following apply:

4.3.2.1. Flight lines. Moving aircraft, whether towed or piloted, will have the right of way over all other vehicles. Emergency response vehicles will not assume right of way. See WPAFBI 13-202 for further details.

4.3.2.2. Troop formations. Troop formations have the right of way over all vehicular traffic.

4.4. Pedestrians.

4.4.1. Pedestrians in marked crosswalks have the right of way with limitations contained in the applicable ORC section. A pedestrian does not have the right to walk out in front of oncoming traffic, even in marked crosswalks.

4.4.1.1. Operators of motor vehicles will yield the right away to pedestrians who have already entered a crosswalk which they are approaching.

4.4.1.2. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard. Note: An average vehicle traveling 25 mph takes 155 feet to come to a complete stop in normal driving conditions. This does not take into account the operator's attentiveness or driving experience, which may result in a longer stopping distance.

4.4.2. Walkers, joggers and runners. When using a roadway, joggers and runners will wear light or bright colored or reflective clothing during daylight hours or reflective clothing, reflective vest or a reflective belt (use of reflective running shoes is not sufficient) during hours of darkness. Personnel will use the extreme left-hand side of any roadway and to the extent possible, face the oncoming traffic (walkers, skaters and joggers only). No jogger, walker or skater will step into any roadway without first looking both ways.

4.4.3. Where a sidewalk is provided and its use is practicable, it shall be unlawful for any pedestrian/jogger/runner to walk/jog/run along or upon an adjacent roadway.

4.4.4. All skaters will wear an approved helmet which meets American National Standards Institute (ANSI) or SNELL Memorial Foundation Guidelines.

4.4.5. Personnel will not use headphones or similar devices while traveling on, entering or crossing a motor vehicle route.

4.5. Motor vehicle accidents.

4.5.1. All vehicular accidents occurring on base must be reported to the SFCC immediately at 257-6516.

4.5.1.1. The operator(s) of the vehicle(s) involved will not leave the scene of the accident before Security Forces are notified, unless immediate medical attention is required. During inclement weather, operator(s) may be directed to report in person to Bldg 168 for completion of appropriate paperwork.

4.5.1.2. In addition to any other investigation required, Security Forces will complete a major accident investigation of any accident wherein personal injury, death, serious criminal behavior (i.e., causing an accident while driving under the influence), or when total property damage exceeds \$10,000 to a motor vehicle results from the accident.

4.6. Parking.

4.6.1. Parking on base is allowed only where indicated by painted parking stalls, signs, metal plates attached to the curb/building or by proper markings. Parking along curbs is not authorized unless marked as stated above. The 88 ABW/CE is the only authorized agency to paint parking stalls and/or install signs.

4.6.2. Reserved parking. The goals of the WPAFB reserved parking areas are to:

4.6.2.1. Minimize reserved parking on the installation.

4.6.2.2. Support mission accomplishment.

4.6.2.3. Comply with applicable laws.

4.6.2.4. Preserve certain privileges afforded to senior personnel in keeping with military tradition.

4.6.2.4.1. Reserved parking spaces will be approved for no more than twenty percent of all available spaces for a particular facility or parking area, except for handicap parking which must comply with uniform federal accessibility standards.

4.6.2.4.2. Temporary signs/cones may be used to reserve parking slots for visiting dignitaries. These signs/cones may be put in place the night prior to the visit to ensure the space is empty. They will be allowed to remain in place for the duration of the visit and must be removed immediately following the departure of the visiting dignitaries. Temporary signs/cones will not be used for personnel who work within the facility.

4.6.2.4.2.1. The following guidelines are set in approving, disapproving and prioritizing reserve parking requests. Reserved parking is limited to government

vehicles, handicapped, visitors, general officer/SES, MAJCOM/Center/Wing two-letter directors, commanders, first sergeants, mission and motorcycles. Special parking slots (i.e. at the Base Exchange, Commissary, etc) for installation award winners will be reviewed and approved/disapproved by the Traffic Review Board (88 MSG/CC, 88 ABW/CE, 88 MSG/SFS, 88 ABW/SE).

4.6.2.4.2.2. GOV Parking. These parking spaces are for official government vehicles used during duty hours in direct support of the wing/base mission. Official government vehicle is defined as a vehicle owned or leased by the US Government for the purpose of conducting official business. GOV spaces are not assigned to a particular person or position.

4.6.2.4.2.3. Handicapped Parking. The only vehicles authorized to park in these areas are those displaying official handicapped parking permits, plates or decals. Handicapped person(s) must be operating such vehicles or be in the company of such person who parks in handicapped spaces. Handicapped parking spaces are not assigned to any particular person or position. Personnel needing handicapped decals will report to the Ohio Department of Motor Vehicles with a doctor's prescription and complete the application for same day service. The installation does honor state issued handicapped decals, placards, signs, etc.

4.6.2.4.2.4. A visitor is one who goes to a place for purpose of inspection, friendship, business, duty or travel. Visitor parking for public service facilities will be located as close to the building entrance/exit as possible. Employees will not park their vehicles in designated visitor parking. Definition of visitors is those personnel who are not assigned or attached to that organization. Visitor parking may have imposed time restrictions (i.e., 15 minutes, 1 hour, etc.).

4.6.2.4.2.5. General Officer/SES Parking. These parking spaces are reserved for any general officer or SES and are not assigned to any particular person or position.

4.6.2.4.2.6. Commander Parking. Military or civilian equivalent individual's who hold the position of commander for: Headquarters, Center, Wing, Group, Squadron or Detachment. HQ AFMC/CC and ASC/CC may also designate reserved parking for key members of their immediate staff (e.g., executive officers, Command Chief Master Sergeants, protocol sponsored distinguished visitors, etc.).

4.6.2.4.2.7. Two-Letter Designation. Spaces assigned to those military or civilian equivalent individuals who hold the position of commander or who possess a duty symbol consisting of no more than two letters.

4.6.2.4.2.8. First Sergeant Parking. Parking for designated unit first sergeant.

4.6.2.4.2.9. Mission Spaces. Vehicles authorized to park in these spaces may be either a GMV or POV with an approved "Official business parking permit." These spaces are assigned to organizations who meet the following criteria: Have external customers who make daily visits to the organization (i.e. distro runs, coordination); the parking area is routinely congested; the need for quick availability for access at all times; the area services more than its assigned unit;

and personnel utilizing this parking space is essential to the accomplishment of the mission. Mission spaces are assigned to specific organizations, not individuals.

4.6.2.4.2.10. Motorcycles. Public service buildings should provide a zone where several motorcycles can be parked. Public parking areas should also provide this type of parking availability. Motorcycles are not permitted to park in crosshatched areas. Reserved signs for motorcycle parking will only be installed for a demonstrated need or if the space in question will accommodate motorcycles but not full sized vehicles. When possible, a concrete pad will be provided for kickstands.

4.6.2.4.2.11. Colonel, GS/GM-15, and CMSgt. Designated parking areas for active duty personnel within these pay grades which were previously established in large parking lots. These spaces are not assigned to a particular person or position and are first come first served. The vehicle must display the appropriate decal to park in these slots. Parking within these slots without proper decals is a violation and the vehicle may be cited by unit parking wardens.

4.6.2.4.2.12. Group/squadron/detachment commanders isolated from other units on base with separate and adequate parking slots around their building may designate slots to their immediate staff. These slots are assigned to a position, not a particular person.

4.6.2.4.2.13. With the alleviation of the DD Form 2220s requirement, Security Forces no longer issues rank identifying stickers/placards, with the exception of general officers, colonels and chiefs. Verification for appropriate use of designated areas rests upon the facility parking warden.

4.6.2.5. Processing reserved parking requests.

4.6.2.5.1. Request for reserved parking is coordinated through the real property building manager (RPBM) for approval/recommendation by the commander. For the purposes of this procedure, the commander is the unit commander or for facilities occupied by more than one unit, the senior officer exercising control over the facility.

4.6.2.5.2. Unit commanders must approve or disapprove reserved parking requests for their facility prior to completion of AF Form 332. The RPBM for each facility is responsible for maintaining a listing and diagram of reserved parking slots. Any proposed changes to a facilities reserved parking plan must be agreed upon by all unit commanders who occupy the facility and incorporated into the consolidated parking plan for that facility.

4.6.2.5.3. Business facilities that do not operate in conjunction with a designated squadron (i.e., AAFES, Commissary, and Credit Union) will coordinate all reserved parking requests through the Traffic Review Board for approval under the provisions of [paragraph 4.6.2.4.1](#) for requesting reserved parking.

4.6.2.5.4. The RPBM will evaluate each request and complete an AF Form 332, CE work order request. The request will indicate the type of work requested, justification with a diagram of the target area and a letter of approval from the

approving official. This package is forwarded to 88 ABW/CEMR to assign a CE work order number. 88 ABW/CEMR forwards the AF Form 332 to the Traffic Review Board for approval. The Traffic Review Board will meet as needed to review all traffic/parking related AF Form 332s. It will approve or disapprove the work orders and will prioritize the approved AF Form 332s. Approved work orders will be sent to 88 ABW/CEM for installation, according the priority set by the Traffic Review Board. Disapproved requests (i.e. exceeds the 20 percent limit, creates a traffic hazard etc.) will be returned to the originator. The requestor may appeal this decision by forwarding a letter to the 88 ABW/CE outlining why his/her reserved parking request should be reconsidered. The appeal will be reviewed by the full Traffic Review Board and a recommendation will be forwarded to the 88 MSG/CC, who will render a final decision.

4.6.2.5.5. The RPBM is also responsible for completing a biennial review of the original or updated request. This review shall be documented and kept on file with the RPBM along with a legible copy of the current AF Form 332 and diagram that was approved by Traffic Review Board. This complete review will be submitted to 88 ABW/CEM, who will forward the packages to the Traffic Review Board. This review must be submitted annually by 31 October.

4.6.2.5.6. Within 90 days from the date of this instruction, each RPBM will submit an updated parking plan for his/her facility to the Traffic Review Board through 88 ABW/CEM. Any reserved parking not approved within 90 days from the date of this instruction will be considered disapproved and no longer valid.

4.6.2.6. Official business parking permits.

4.6.2.6.1. Official business parking permit is defined as a pass authorizing individuals to park a POV in a GOV or "Mission" parking slot when performing official business. The permit is designed for units with few or no government vehicles available to accomplish the mission.

4.6.2.6.2. Permits will be issued by 88 SFS Police Services section to the requestor's unit and not to a particular vehicle/person. Only permits signed and issued by the authorizing 88 SFS official are valid on WPAFB. Permits are issued based on the mission needs. To keep the number of permits to a minimum, organizations with fewer than 50 people may be issued one permit. For organizations with more than 50, the total organizational strength will be calculated at two percent (rounded to the nearest full point) for additional permits. For example, an organization with 201 people assigned multiplied by two percent would be eligible for 4.02 (rounded off to 4) permits. It is imperative that commanders review the need prior to requesting permits. Permits will be issued on a case-by-case basis after review of circumstances surrounding the request. At a minimum, all requests must meet the general guidelines listed below.

4.6.2.6.2.1. The organization has limited or no authorized government vehicles. Requester performs duties that require numerous daily or weekly trips. Requester must show or validate trips visiting facilities per workweek, mission impact if the pass is not issued and the commander authorization for the use of POVs while performing official duties.

4.6.2.6.2.2. Requesters submit a letter and supporting documentation through their commander, director, or detachment chief to 88 SFS/S3SC (Police Services), who has program management responsibilities.

4.6.2.6.2.3. Individuals may use the pass only when performing government duties and not for personal use or convenience. Abuse of the permit will result in immediate termination of the permit and the appropriate Commander or First Sergeant will be notified, explaining the circumstances for confiscation of the permit.

4.6.2.6.2.4. Permits are issued for a one calendar year period, from 1 January to 31 December.

4.6.3. Parking wardens. 88 SFS/S5SR will manage the installation parking warden program.

4.6.3.1. The unit commander, director or detachment chief, exercising jurisdiction over a particular facility or building, will appoint parking wardens (designated military or Air Force Civilian Employees) for specific building/facility parking lots. They will also direct/dictate the scope of operations, time spent dealing with parking issues. This is an additional duty, therefore parking wardens are not appointed solely to focus on parking, but to assist the RPB in enforcing parking plans and to randomly monitor parking areas or deal with illegal parking issues. Nobody may write a parking ticket without having been appointed in writing as specified above and having attended the specified training in [paragraph 4.6.3.3](#) below.

4.6.3.2. A listing of a unit's parking wardens will be provided to 88 SFS/S5SR initially and/or when there are changes made. Parking wardens will follow the same ticket writing procedures as the Security Forces member. The main difference is the special instructions on the reverse of the pink copy of the DD Form 1408 that directs the violator to contact the monitor who issued the ticket within 24 hours or next business day, instead of the SFCC.

4.6.3.3. 88 SFS/S5SR will ensure parking wardens are trained on specific parking warden duties. There will be initial training when assigned and remedial training as needed.

4.6.3.3.1. Parking wardens will maintain a roster of reserved parking spaces assigned to their building/facility and the people authorized to use reserved parking slots. Handicapped, GMV, and mission parking are reserved, but are not assigned to any one specific person or vehicle.

4.6.3.3.2. Parking wardens will enforce compliance with these parking rules and regulation by writing parking tickets and/or calling security forces to report a vehicle for towing, according to this instruction. Tickets will be received into 88 SFS/S5SR within five days of the date of issue.

4.6.4. General rules for stopping, standing, or parking. No person shall stop, stand, or park in any of the following places, except when in compliance with the law or directions from a Security Forces member or official traffic control device.

- 4.6.4.1. On, in front of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrances/exit ways, or so near as to interfere with the obstructed use of the above.
- 4.6.4.2. In any way that obstructs the visibility of a traffic control device. This includes the parking of recreational vehicles (RV) in the base housing area.
- 4.6.4.3. In fire lanes, whether posted or not (unmarked fire lanes include open areas between buildings and those areas within 20 feet of a building, except when authorized parking is posted). This requirement ensures adequate space is available for mobile fire equipment.
- 4.6.4.4. Within 10 feet of a fire hydrant.
- 4.6.4.5. Within 20 feet of a driveway entrance/exit way to any fire, ambulance, crash or explosive ordinance disposal station, or alert crew vehicle. Note: This does not apply to emergency vehicles.
- 4.6.4.6. Within 25 feet of or in, an intersection.
- 4.6.4.7. Adjacent to any red or yellow painted curb/edge line.
- 4.6.4.8. In excess of time specified by time limited parking signs.
- 4.6.4.9. In designated reserved/parking areas in the base family housing area.
- 4.6.4.10. On the side of the street facing oncoming traffic. Vehicles parked at an angle within parking areas will not be parked facing the flow of traffic. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.
- 4.6.4.11. Using two or more designated parking spaces. Vehicles parked in marked places shall be within the lines painted, or if directed to park in an unmarked area by a Security Forces member, not to extend beyond that area reasonably necessary for the vehicle.
- 4.6.4.12. With the exception of emergency response vehicles (during a response), persons operating or in charge of a motor vehicle will not allow it to stand unattended while the engine is running.
- 4.6.4.13. In any marked (i.e. diagonal strips painted on the pavement) or posted prohibited parking area/space.
- 4.6.4.14. On the street side of a vehicle already parked along the curb (double parking).
- 4.6.4.15. Within 30 feet of flashing beacons, stop, or yield signs or traffic control device.
- 4.6.4.16. Inside buildings, unless they are specifically designated as parking areas.
- 4.6.4.17. Within 40 feet of the vehicle service side of a dumpster, or as to obstruct the use of that dumpster, unless parked in a marked designated parking space.
- 4.6.4.18. Off paved areas or any seeded or unimproved area anywhere on WPAFB, unless such areas have been specifically designated and properly marked for parking. Exception: Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

4.6.4.19. Track, race/stock cars, unmounted truck type campers, unmounted camper shells, utility and special purpose vehicles will not be parked along roadways, curbside, or in non-designated vehicle parking areas or spaces. Such vehicles will only be parked in the RV storage lot.

4.6.4.20. In driveways or parking areas in such a manner that any portion of the vehicle extends onto or blocks a roadway or sidewalk so as to hinder pedestrian or vehicular traffic.

4.6.5. Flight line parking: Parking within the flight line fence must be approved by the Chief, Airfield Management (88 OSS/OSAM) or a designated representative from Building 206, area C.

4.6.6. Parking violations: A DD Form 1408 will be completed for all parking violations. The citation will be issued to all persons employed on base, all persons employed by the Air Force or the Department of Defense or their dependents. Parking citations will be charged against the registering party, unless it is shown that another individual is responsible for the infraction.

4.6.7. Housing area parking:

4.6.7.1. In the Pine Estates, Green Acres, and the Brick Quarters, on-street parallel parking is permitted, according to the ORC, except where a no-parking zone is indicated by a yellow line on the pavement.

4.6.7.2. In the Prairies at Wright Field, parking is permitted only in garages, parking lots, or in painted parking stalls, except on Spinning Road. On-street parallel parking on Spinning Road is permitted only in painted parking stalls across from the community center. Parking in the trailer court is permitted only on the parking pads. Garages are provided for residents. Because of the limited number of available parking spaces in the Prairies housing area, it is imperative that residents use garages for parking to the fullest extent possible. Vehicles will not be parked in any manner that obstructs driveways, garages or hinders safe and efficient movement of traffic.

4.6.7.3. In the Woods at Wright Field, parking is permitted in driveways, garages or along the roadway on Shields Dr., McClellan Dr. and DuPont Way. Parking on roadways in other location hinders safe and efficient movement of traffic. Vehicles will not be parked in any manner that obstructs driveways, garages or limits views of sidewalks.

4.6.7.4. Oversized POVs including, but not limited to, motor homes, utility trailers, and camper trucks, are authorized to be kept on base. They will be stored in the RV lots provided by MWR. Oversized POVs in base housing may be exempt from this requirement if in daily use or for up to three days, only after the sponsor notifies the SFCC.

4.6.7.5. Vehicle maintenance and repair. POVs may be taken to the base Auto Hobby Shop, AAFES service station or off base for major repairs. Minor repairs, such as tire changes or rotation, light bulb replacement, etc., may be done in public areas.

4.7. Traffic violation reports.

4.7.1. Moving violations. Anyone operating a motor vehicle, including a bicycle, on a public street or highway that violates a provision of this regulation regarding the operation of a

motor vehicle or any provision of the ORC has committed a moving violation. Except as otherwise set out herein, DD Forms 1408; 1805, Violation Notice; and/or AF Form 3545, Incident Report, are authorized methods of documenting and/or enforcing the requirements of this instruction. Personnel from other installations will be identified and their infraction forwarded to the appropriate agency for action. 88 SFS/S5SR is responsible for distribution of information concerning infractions.

4.7.2. A DD Form 1408 may be completed, as appropriate, on all active duty personnel, cadets/midshipmen of the military academies to include the Coast Guard academy, reservists on active duty orders or performing inactive duty training, including commuting to and from training and guardsmen in federal service, under Title 10 of the United States Code. Title 10 status is reflected on the guardsmen's orders. Issue a DD Form 1408 for civilian personnel operating a GOV and juvenile traffic offenders. The applicable forms will be forwarded to the appropriate commander or supervisor for action. Juvenile offenders will be processed through the ASC/JA for referral to the juvenile court for the county where they reside.

4.7.3. A DD Form 1805 will be completed for all traffic violations which will be referred to Federal Magistrate's court by ASC/JA. Note: Do not issue a DD Form 1805 for any offense that will be reported on an AF Form 3545 (i.e. speeding that result in a DUI). This includes all offenders who are civilian personnel not operating GOVs, reservists not on active duty orders or performing inactive duty training, including commuting to and from training and guardsmen in federal service under Title 10 of the United States Code, adult dependents, and non-base connected personnel. All such offenses referred to the Federal Magistrate's Court will be handled in that system for any criminal penalties. Referral to the Federal Magistrate's Court neither precludes nor requires further administrative action, based on the traffic offense involved.

4.7.3.1. Persons receiving a DD Form 1805 are given the option of forfeiting collateral for minor traffic violations. More serious charges require court appearance. All individuals have the option to appear and contest any citation.

4.7.3.2. 88 SFS/S5SR will not assess any points against an individual's base driving record if they are acquitted or have their citation dismissed by the court.

4.7.3.3. Military/civilian supervisor action. On receipt of the white (action) copy of the DD Form 1408 the supervisor, first sergeant, or commander exercising disciplinary authority over the violator will conduct an inquiry into the incident and take appropriate action. The action taken will be annotated on the reverse side of the white copy and returned to 88 SFS/S5SR. The Chief, Reports & Analysis (88 SFS/S5SR) will review the action for regulatory compliance. Completed actions will be updated in the Security Forces Management Information System (SFMIS) and filed as required by AFMAN 33-363.

4.7.4. Violation appeal procedures. Any individual receiving a DD Form 1408 who believes they have been unfairly or unlawfully cited may contest the validity of the citation.

4.7.4.1. The individual who received the DD Form 1408 may (rebut) challenge the validity of the 1408 within 10 days from the time his/her supervisor, first sergeant, or commander notifies him/her that they are in receipt of the white (action) copy of the DD Form 1408. This appeal is to the supervisor, first sergeant or commander, not the

88 SFS. The individual may, at the supervisor's, first sergeant's or commander's discretion, make an oral presentation, as well.

4.7.4.2. Within 3 days, the supervisor, first sergeant or commander will render an opinion based on factual matters and notify the individual of their decision on the appeal and will require the individual to acknowledge receipt of that notification.

4.7.4.3. If the supervisor, first sergeant or commander agrees the citation is not valid, the entire report of action taken is sent to 88 SFS/S5SR and will reflect this determination and the reasons for it. 88 SFS/S5SR will contact the patrolman/parking warden and obtain a written statement of the facts surrounding the issuing of the citation. This statement will be included in the rebuttal package. The CSF will either concur or non-concur with the supervisor, first sergeant, or commander. If the CSF concurs, 88 SFS/S5SR will annotate the individual's base driving record as appropriate and notify the individual. If the CSF non-concurs, the entire package will be forwarded to 88 MSG/CD for a decision on the validity of the citation. 88 MSG/CD will notify 88 SFS/S5SR of his/her decision and the individual's base driving record will be annotated appropriately. The decision of 88 MSG/CD is final.

4.7.4.4. If the supervisor, first sergeant, or commander determines the citation is valid, the entire report of action is sent to 88 SFS/S5SR and will reflect this determination and the reasons for it. 88 SFS/S5SR will annotate the individual's base driving record as appropriate.

4.7.4.5. If the individual wishes to appeal the supervisor's, first sergeant's or commander's decision, a letter of appeal requesting 88 MSG/CD to render a decision must be sent to 88 SFS/S5SR within 10 days of being notified of the supervisor's first sergeant's or commander's decision. 88 MSG/CD will notify 88 SFS/S5SR of his/her decision and the individual's base driving record will be annotated appropriately. The decision of 88 MSG/CD is final.

4.8. Operation of bicycles.

4.8.1. Every bicycle in use from one-half hour after sunset to one-half hour before sunrise, and at any other time when there are unfavorable atmospheric conditions or where there is not sufficient natural light to render discernible persons, shall be equipped with the following:

4.8.1.1. A lamp on the front that shall emit a white light visible from a distance of at least five hundred feet to the front.

4.8.1.2. A red reflector on the rear of a type approved by the director of public safety that shall be visible from all distances from one hundred feet to six hundred feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle.

4.8.1.3. A lamp emitting a red light visible from a distance of five hundred feet to the rear shall be used in addition to the red reflector.

4.8.1.4. An essentially colorless reflector on the front.

4.8.1.5. Either with tires with retro reflective sidewalls or with an essentially colorless or amber reflector mounted on the spokes of the front wheel and an essentially colorless or red reflector mounted on the spokes of the rear wheel. Each reflector shall be visible on

each side of the wheel from a distance of six hundred feet when directly in front of lawful lower beams of headlamps on a motor vehicle. Retro reflective tires or reflectors shall be of a type approved by the public safety director.

4.8.1.6. No person shall operate a bicycle unless it is equipped with a bell or other device capable of giving a signal audible for a distance of at least one hundred feet, except that a bicycle shall not be equipped with nor shall any person use upon a bicycle any siren or whistle.

4.8.1.7. Every bicycle shall be equipped with an adequate brake when used on a street or highway.

4.9. Wear of Bicycle Helmets. Bicycle riders on military installations are required to wear approved bicycle helmets. This includes dependents, contractors, and retirees. An approved helmet must meet American National Standards Institute (ANSI) or SNELL Memorial Foundation Guidelines. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets. The only exception is for workers operating bicycles in industrial or flight line areas designated no-hat areas due to potential of foreign object damage to aircraft need not wear the bicycle helmet; operators of three-wheeled bicycles are not required to wear the bicycle helmet.

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Point system application.

5.1.1. Mandatory suspensions. In addition to those offenses in AFI 31-204, Tables 5.1. and 5.2., the following offenses will result in suspension of base driving privileges:

Table 5.1. Mandatory Suspensions.

VIOLATION	SUSPENSION
Abuse of specialized decals	30-days
Illegal parking resulting in towing of the vehicle-second offense within one year	60-days
Failure of base connected personnel to show proof of current vehicle insurance while operating a motor vehicle. Note: This can be waived if the violator reports to 88 SFS/S5SR within 72 hours and shows proof of insurance that was in affect at the time of being cited.	90-days
Accumulation of 2 parking tickets in any 6 consecutive months	30-days
Accumulation of 3 parking tickets in any 12 consecutive months	30-days
Accumulation of 4 parking tickets in any 12 consecutive months	Additional 30-days
Accumulation of 5 or more parking tickets in any 12 consecutive months. The 88 MSG/CC will determine the exact period after consideration of any appeal submitted.	Additional 60-days
Habitual Offenders. Persons receiving a third or subsequent 30-day suspension for parking violations in any 12 consecutive months may be identified as a habitual offender	60-days to 6 months
Accumulation of equal numbers of parking tickets to above, by non-base connected civilians may result in administrative debarment under Title 18, U.S.C. Section 1382	May receive a revocation of base driving privileges of up to one year.
Failure to remove or destroy base parking/registration decals when transferring vehicle ownership to an individual not authorized possession of the decal.	30-days
Talking on cell phone without a hands free device while operating a motor vehicle	30-days/3 Points

Chapter 6

FLIGHT LINE AND AIRFIELD VEHICLE TRAFFIC

6.1. General. This chapter establishes the policies governing vehicle traffic on the base flight line, taxiways, and aircraft parking areas. The Airfield Manager, 88 OSS/OSAM, controls operation of vehicles on the flight line and airfield.

6.2. Procedures. All vehicle operators will be completely familiar and comply with all provisions of AFI 13-213, Chapter 4, AFJMAN 24-306, Chapter 25; AFOSHSTD 91-100. Additionally, all vehicle operators must be familiar with and comply with WPAFBI 13-202 and WPAFBI 31-204 which includes suspension of base driving privileges for operator who violate the base traffic code.

Chapter 7

PRESCRIBED AND ADOPTED FORMS

7.1. Prescribed Forms: WRIGHTPATTERSONAFB Form 1441, *Long Term Parking Area*

7.2. Adopted Forms: AF Form 52, *Evidence Tag (Restricted to SFS, OSI, and ANG activities only)*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 1408, *Non-Appropriated Fund Call Register*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AF Form 3545, *Incident Report*

AFMC Form 387, *AFMC Identification Credential*

DD Form 1408, *Traffic Ticket, Armed Forces*

DD Form 1805, *Violation Notice, United States District Court*

DD Form 2220, *Department of Defense Registered Vehicle*

DD Form 2504, *Abandoned Vehicle Notice*

DD Form 2505, *Abandoned Vehicle Removal Authorization*

DD Form 2506, *Vehicle Impoundment Report*

DD Form 2507, *Notice of Vehicle Impoundment*

BRADLEY D. SPACY, Colonel, USAF
Commander, 88th Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-213, *Airfield Management*, 29 January 2008

AFI 31-101, *The Air Force Installation Security Program (FOUO)*, 1 March 2003

AFI 31-201, *Security Forces Standards and Procedures*, 30 March 2009

AFI 31-203, *Security Forces Management Information System (SFMIS)*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 91-207, *The US Air Force Traffic Safety Program*, 22 May 2007

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, 27 August 1993

AFMAN 31-201V7, *Security Forces Administration and Reports*, 21 January 2002

AFMAN 33-363, *Management of Records*, 1 March 2008

AFOSHSTD91-100, *Aircraft Flight Line-Ground Operations and Activities*, 1 May 1998

AFPD 31-1, *Integrated Defense*, 7 July 2007 (with an IC, 22 April 2009)

DODD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*, 2 November 1981

DODD 7730.47, *Defense Incident Based Reporting System (DIBRS)*, 15 October 1996

DODI 5200.08, *Security of DoD Installations and Resources*, 10 December 2005

DODI 6055.4, *Department of Defense Traffic Safety Program*, 20 April 2009

DODI 6055.07, *Accident Investigation, Reporting and Record Keeping*, 3 October 2000

WPAFBI 13-202, *Vehicle Operations on the Airfield*, 28 November 2007

WPAFBI 31-101, *The Installation Security Instruction (FOUO)*, 27 April 2009